

## **REQUEST FOR QUALIFICATIONS ISD 05-01 IT SERVICES SKILL POSTING AND SELECTION PROCESS**

Information Services Department (ISD) will use the following process to identify IT Professional and Technical Service requirements:

- ISD divisions will identify specifically what is required for project augmentation.
- Specific required skills will be documented and posted on the ISD Internet site ([www.co.san-bernardino.ca.us/isd](http://www.co.san-bernardino.ca.us/isd)).
- Vendors will submit via email a maximum of three (3) resumes for pre-qualified candidates to meet the specified need. (Vendors **must** pre-qualify each candidate submitted.)
- The first fifteen (15) resumes will be evaluated to determine top candidates. (Date/time on the email will be used to determine sequence.)
- Contract agencies with top candidates will be notified so interviews can be arranged.
- Top candidates will be interviewed.
- Selection will be made.
- Contract agency with selected individual will be notified of selection. Start dates, pay rate, etc will be negotiated.
- A work order listing the agreed upon terms will be sent to the contract agency for signature. (In situations where there is no existing contract, one will be initiated for County Board of Supervisors approval before a start date is established.) **Note: Vendors must meet the County's insurance requirements at the time of contract.**

With the exception of the recruiting process described above, contract agencies shall submit questions and other correspondence in writing to ISD. In fairness to all contract agencies, the agencies shall not contact ISD divisions to arrange for marketing appointments.